

Glendale Police Department General Order			
On-Officer Body Camera Program			51.600
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51.600 Purpose

The purpose of this policy is to establish the Glendale Police Department (GPD) operational use and system management procedures for the “On-Officer” Body Worn Camera Program.

51.601 Definitions

The Body Worn Camera (BWC) is an audio/video recording system worn and used by GPD department personnel to document law enforcement activities.

51.602 Operational Mode Definitions of BWC

- A. **Normal Buffering Mode:** The BWC continuously loops video recording. When recording is activated, the buffer is included in the captured video. Audio recording is not buffered.
- B. **Event Mode:** The mode which activates the camera system.
- C. **Digital Video Recorder (DVR) / Camera:** Primary component that contains the physical camera and hard drive.
- D. **Controller:** A physical battery pack separate from the DVR / Camera where the on/off button for the system is located.
- E. **Evidence Transfer Manager (ETM):** The docking station that uploads data and recharges the controller/camera.
- F. **Event:** Any call for service, citizen contact, investigation follow-up, traffic enforcement, public relations events.

51.603 General Guidelines

- A. The only approved on-body camera system authorized by GPD is the Taser Axon Body 2 unless otherwise directed by the Chief of Police or their designee.
- B. Utilization of the Glendale Police Department BWC will adhere to protocols outlined in General Order 51.620, Digital Media Evidence.
- C. All police activities captured by the BWC, which includes images, meta-data and audio recordings, are the sole property of the City of Glendale AZ. and will be managed by the Glendale Police Department.

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- D. The BWC equipment will be assigned to and maintained by the individual officer.
- E. At the beginning of their work shift, employees will inspect the BWC equipment for any operational defects and will ensure the device is working properly and the camera is aimed forward. Any damage identified at the time of inspection will be reported and documented as outlined in General Order 20.170, Departmental Property Management.
- F. The BWC recordings will be used for official department purposes only.
- G. The BWC shall be turned on and set to buffering mode at the beginning of each shift, when an officer goes in-service (code “10-11”), and then remain on except as provided in 51.606 (E).
- H. Department personnel will ensure to place the BWC system in “On/Record” mode during all investigative or enforcement related activities.

51.604 User Guidelines

- A. Department personnel will make every effort to activate the BWC when responding to a call for service or during enforcement related activities.
 - 1. Exceptions:
 - a. During administrative investigations
 - b. Community outreach (i.e., Coffee with a Cop, public speaking engagement)
 - c. When department personnel arrive on a medical call and they determine no criminal activity has happened or is expected to occur.
- B. Once activated, department personnel will continue to record until the completion of the event. For purposes of this section, conclusion of an incident has occurred when an officer has terminated contact with an individual, cleared the scene of a reported incident, or has completed transport of a civilian or an arrestee.
- C. Consideration may be given to victim requests not to be recorded. The request to not to be recorded, or stop recording an event, should be captured on the original recording prior to turning off or suspending a recording.

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- D. Department personnel are not required to obtain consent to record from a private person when they are in a public place, or when the officer is lawfully performing their duties.
- E. In all cases where activation of the BWC is required, officers shall activate the BWC at the first available time, priority having been given to officer safety and the safety of others.
- F. It is in the best interests of the Department and individual officers not to interrupt BWC operation after activation, without good cause. Accordingly, Department personnel may deviate from this policy only if necessary or otherwise appropriate, e.g. to protect the identity of a confidential informant, or at the specific request of a victim or a witness asking not to be recorded. Officers will document the reason(s) for the deviation from this policy on the BWC, if practical, or in writing and will submit this documentation to a supervisor. It shall be the responsibility of undercover officers to conceal their identity when BWCs are in use. Any sensitive or confidential data that may be recorded, is subject to redaction before disclosure. Any such data should be “flagged” to facilitate appropriate redaction.
- G. When feasible, officers are encouraged to inform members of the public that they are being recorded. If asked, officers should inform those inquiring that audio-video recording equipment is in use, unless doing so would be unsafe for officer and/or members of the public.

51.605 Reviewing of Captured Recordings

- A. Department personnel may view their own captured video while on duty to refresh their memory prior to completion of incident reports or preparing for court proceedings.
- B. Field Training Officers may review captured video to provide immediate training to recruits and to assist in the completion of Daily Observation Reports (DOR's).
- C. In the event of a critical incident (i.e. serious use of force incident, officer involved shooting, serious injury or death), when safe and practical, an on-scene supervisor may retrieve data from the BWC from the officer(s) involved at the scene where viewing the event could assist with locating outstanding suspects, suspect vehicles and direction of travel. The supervisor will be responsible for ensuring the content of the BWC is uploaded.

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- D. Department personnel involved in a critical incident may review only those recordings captured by their assigned BWC before making any statements regarding this incident.
1. During a use of force investigation an employee has the right to view recorded video, as outlined in A.R.S. 38-1116:
 - a. In an administrative investigation of a law enforcement officer's use of force incident that resulted in a death or serious physical injury to another person, if the law enforcement officer recorded a video, both of the following apply:
 - The administrative investigation is not complete until after the officer has an opportunity to view the recorded video and provide any further information regarding the footage that the officer believes is relevant.
 - The law enforcement officer must be read the following notice before viewing the recorded video:

Video evidence has limitations and may depict events differently than you recall. The video evidence may assist your memory and may assist in explaining your state of mind at the time of the incident. Viewing video evidence may or may not provide additional clarity to what you remember. You should not feel in any way compelled or obligated to explain any difference in what you remember and acted on from what viewing the additional evidence provides you.
 2. Exceptions to this policy can be made depending on circumstances involving criminal investigations, the Chief of Police, or her/his designee, may rescind the viewing of the event by the officer involved.
- E. A supervisor may review specific BWC media or data for the purposes of training, civil claims, and administrative inquiry. Executive Management authorized audits of recordings shall be used for functionality, maintenance and training purposes and not for discipline, absent additional corroborating evidence, civilian complaint, criminal violations or civil rights violations. The Department does not intend BWC media or data to be reviewed for the purpose of searching for policy infractions. But, if during routine audits policy violations that go beyond isolated minor infractions are observed, this section shall not be interpreted to prohibit the use of BWC media or data as the primary factual source for conducting an investigation.

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51.606 Restrictions

- A. Department personnel **will not** make surreptitious recordings of conversations with other department members.
- B. In accordance with **ARS § 13-3005** (intercept of wire, electronic and oral communication), members shall not intentionally intercept a conversation or discussion at which he or she is not a party, or aid, authorize, employ, procure or permit another to do so, without the consent of a party to such conversation or discussion.
- C. The BWC will not be intentionally activated to record conversations of City of Glendale employees with or without their knowledge during routine, non-enforcement related activities.
- D. Department personnel will advise other department members and/or other criminal justice personnel (prosecutors, judges, or other law enforcement personnel) as soon as practicable, when a BWC is recording.
- E. Do not record:
 1. While on employee breaks;
 2. Report writing;
 3. Discussing a case with other department personnel;
 4. During other administrative functions;
 5. During personal activities;
 6. In places where reasonable expectation of privacy exists such as dressing rooms and restrooms.
- F. Department personnel shall only record a juvenile “during or as part of a law enforcement investigation” as prescribed in the Parents’ Bill of Rights set forth in Arizona state law.
- G. Department personnel shall not record confidential informants or undercover Department personnel unless attempting to avoid the recording will indicate preferred treatment.
- H. Accessing, copying, posting or releasing BWC recordings for other than official law enforcement purposes is prohibited and subject to discipline.
- I. Dissemination of information by department personnel will be:

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1. For criminal justice purposes;
 2. For training purposes when approved by a Division Commander;
 3. Department personnel shall not make copies of any BWC recording for their personal use or dissemination without supervisor approval.
- J. Copies of recordings may be requested through public records request as outlined in GPD policy # 70.525, Public Disclosure / Release of Reports.

51.607 Storage, Documentation and Retention Protocols

- A. Storage/ Evidentiary Guidelines.
1. All BWC recordings shall be retained and stored in Evidence.com by following Glendale Police Department defined Property/Evidence and Digital Media Evidence procedures.
- B. The BWC user will be responsible for:
1. Transferring the data from the camera into Evidence.com.
 2. Ensuring the video is tagged with the DR number and properly categorized in Evidence.com.
- C. Do not erase, alter or tamper with any camera or collected data.
- D. Once the data is uploaded into Evidence.com in its entirety, the person assigned the BWC will ensure the videos are tagged with the:
1. Applicable category type;
 2. Department Report (DR) if applicable;
 3. Officer identification to include name and ID number.
- E. Release of evidentiary copies of BWC digital recordings will be completed via the Evidence.com digital evidence management system.

51.608 Deleting BWC Recordings

- A. Destruction or deleting of non-public records (e.g. inadvertent personal recordings, material that are unlawful or violate the rights of others):
1. Department personnel requesting a file to be deleted will submit a memo of explanation to their Division Commander.

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- a. The affected Division Commander will make a determination and forward the memo to the Department Program Administrator to complete the request through Evidence.com
- b. The memos will be retained for one year by the Department Program Administrator (DPA).

51.609 Documentation and Reporting

- A. BWC recordings are intended to supplement department reports (DRs), not replace them. Writing of police reports will continue to follow the guidelines as laid out in Glendale Police Department General Order 27.000.
- B. When the BWC is used in any investigation or during a police contact:
 1. Its use will be documented on any citation and/or report prepared regarding the contact.

51.610 Primary Officer (Non-BWC and BWC Users)

When preparing a DR, supplemental report, accident report, civil process report, citation report, or field interview (FI) card, in connection with an investigation or police event, the officer will indicate that the event was recorded.

51.611 Retention and Public Release

- A. BWC recordings captured as part of a Department member's duties shall be the property of the City of Glendale, Arizona and managed by the Glendale Police Department.
- B. Images, sounds and meta-data recorded by the BWC are the exclusive property of the City of Glendale, Arizona and managed by the Glendale Police Department.
- C. The release of information requested through a public records request will be subject to any statutory exemptions from disclosure.
- D. Prior to releasing any BWC recordings, assigned Department personnel will ensure proper redaction is completed.
- E. Prior to releasing any BWC recordings involving Department personnel, the affected member will be notified in advance.

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51.612 Care and Equipment

- A. BWC systems will be issued to individual Department personnel by the department program administrator or designee.
- B. A record of the inventory will be maintained by the Department program administrator.
- C. Only Department personnel who have completed the approved training will be assigned a BWC system. BWC system training will include the following:
 - Policy review
 - Equipment operation
 - Evidence.Com login and use
 - Video handling and tagging

51.613 Documented System Review

- A. The Department Program Administer will complete a documented program review of the BWC system on an annual basis. The intent of the review is to monitor the overall effectiveness of the BWC program, as well as to identify any potential modifications that may be needed. The annual review may include related topics that include the following:
 - Review of the current BWC policy
 - Analysis of BWC procedures
 - Analysis of data storage (data currently stored and storage availability)
 - Review of program access and dissemination protocols
 - Determination of additional departmental training needs

51.614 Public Recording of Law Enforcement Activity

- A. The department recognizes the right of persons to lawfully record members of the agency who are performing their official duties. Employees should assume that they may be recorded at any time when on duty in a public space. Employees will not prohibit or intentionally interfere with such lawful recordings. Such recordings are private property. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully, on consent or, absent exigent circumstances, with a warrant, observing constitutional due process rights and GPD search and seizure policy.
- B. Employees should not interfere with recording by the public, except:

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1. If such recording interferes with the conduct of police business.
2. Where the individual recording is in danger of injury to self or others.